Property: Unit:

Manager: Phone:

Email:

|  |  |  |  |
| --- | --- | --- | --- |
| **Cleaning Checklist** |  |  |  |

**Assignment**

* Housekeeper
* Phone
* Email
* Assignment Date
* Requested Completion Date
* Unit
* Notes

**Completion**

* Completion Signature
* Completion Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room** | **Item** | **Directions** | | **Initial** |
| **Entry Area** | Door | Clean inside & out | \_\_\_\_ | |
|  | Door jamb & threshold | Wipe | \_\_\_\_ | |
|  | Walls & floor | Wipe | \_\_\_\_ | |
|  | Light fixture & bulb | Dust | \_\_\_\_ | |
| **Living / Dining Area** | Light fixtures & bulb | Dust | \_\_\_\_ | |
|  | Shelves & walls | Wipe & remove all stains | \_\_\_\_ | |
| **Bedrooms** | Closet shelves | Clean top & bottom | \_\_\_\_ | |
|  | Closet clothing rack pole | Clean | \_\_\_\_ | |
| **Patio or Balcony** | Walls | Sweep | \_\_\_\_ | |
|  | Floor | Sweep or mop | \_\_\_\_ | |
|  | Light fixture | Clean | \_\_\_\_ | |
| **Windows** | Sliding tracks | Clean | \_\_\_\_ | |
|  | Window | Inside and out | \_\_\_\_ | |
|  | Window sill | Clean | \_\_\_\_ | |
|  | Treatments | Wash & replace if necessary | \_\_\_\_ | |

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| **Room** | | **Item** | | **Directions** | **Initial** | |
| **Kitchen** |  | |  | | \_\_\_\_ |
| **All Surfaces** | Walls & cabinet fronts | | Wipe down | | \_\_\_\_ |
|  | Countertops | | Including tile grout | | \_\_\_\_ |
| **Stove/Oven** | Surfaces | | Interior, exterior, including sides | | \_\_\_\_ |
|  | Adjoining surfaces | | Include floor/walls behind & underneath | | \_\_\_\_ |
|  | Racks & drip pans | | Remove & clean | | \_\_\_\_ |
|  | Oven | | Clean | | \_\_\_\_ |
|  | Range top | | Lift & clean underneath | | \_\_\_\_ |
|  | Dials & knobs | | Remove & clean | | \_\_\_\_ |
| **Refrigerator** | Surfaces | | Interior, exterior, including sides | | \_\_\_\_ |
|  | Adjoining surfaces | | Include floor/walls behind & underneath | | \_\_\_\_ |
|  | Racks & drawers | | Remove & clean | | \_\_\_\_ |
|  | Door liners & jambs. | | Clean | | \_\_\_\_ |
| **Sink** | Sink & faucet | | Clean & polish | | \_\_\_\_ |
|  | Empty disposal | | Be cautious, of course. | | \_\_\_\_ |
|  | Spray attachment | | Clean entire hose | | \_\_\_\_ |
| **Lights** | Fixtures & bulbs | | Dust | | \_\_\_\_ |
|  | Fan blades | | Dust | | \_\_\_\_ |
| **Cabinets** | Drawers | | Remove & clean | | \_\_\_\_ |
|  | Shelves | | Including underside | | \_\_\_\_ |
|  | Doors | | Clean inside & out | | \_\_\_\_ |
| **Dishwasher** | Door | | Clean inside & out | | \_\_\_\_ |
|  | Interior | | Including drain catchment | | \_\_\_\_ |
| **Vent & Hood** | Filter | | Remove & clean | | \_\_\_\_ |
|  | Fan blades | | Dust | | \_\_\_\_ |
|  | Surfaces | | Clean | | \_\_\_\_ |
|  | Light bulbs | | Dust | | \_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room** | **Item** | **Directions** | | **Initial** |
| **Bathrooms** |  |  |  | |
| **Surfaces** | Walls | Clean | \_\_\_\_ | |
|  | Tile & grout | Clean | \_\_\_\_ | |
|  | Mirrors | Clean | \_\_\_\_ | |
|  | Bath tub | Clean | \_\_\_\_ | |
|  | Cabinet Fronts | Clean | \_\_\_\_ | |
|  | Cabinet Interiors | Clean | \_\_\_\_ | |
|  | Toilet & tank | Clean | \_\_\_\_ | |
|  | Sink | Clean | \_\_\_\_ | |
| **Fixtures** |  |  |  | |
|  | Towel racks | Clean | \_\_\_\_ | |
|  | Paper holder | Clean | \_\_\_\_ | |
|  | Faucets, etc. | Clean | \_\_\_\_ | |
|  | Knobs | Clean | \_\_\_\_ | |
|  | Shower head | Clean | \_\_\_\_ | |
| **Utility Closets** | Note: Be careful when introducing fluids into appliances. If in doubt, dry-wipe. | | | |
|  | Appliances | Dry wipe | \_\_\_\_ | |
|  | Shelves | Dry wipe | \_\_\_\_ | |
|  | Floor | Sweep | \_\_\_\_ | |
| **Laundry Area** | Note: Be careful when introducing fluids into appliances. If in doubt, dry-wipe. | | | |
|  | Electrical outlets | Dust only | \_\_\_\_ | |
|  | Appliances | Clean inside & out | \_\_\_\_ | |
|  | Shelves | Clean top & bottom | \_\_\_\_ | |
|  | Faucet connections | Clean | \_\_\_\_ | |
| **Fireplace** | Interior | Remove ashes, dust, and dirt | \_\_\_\_ | |
|  | Grates & screens | Clean | \_\_\_\_ | |
|  | Mantel | Clean | \_\_\_\_ | |
| **Entire Apartment** | Carpets | Vacuum | \_\_\_\_ | |
|  | Floor tile | Strip wax and mop | \_\_\_\_ | |
|  | Baseboards | Wipe down | \_\_\_\_ | |
|  | Windows | Clean inside & out | \_\_\_\_ | |
|  | Window sills | Clean | \_\_\_\_ | |
|  | Walls | Wipe & remove stains | \_\_\_\_ | |